

## Architecture Branch Chief

### I. IDENTIFYING INFORMATION

Position Number: 100380  
Department: Land and Natural Resources  
Division: Historic Preservation  
Branch: Architecture  
Geographic Location: Kapolei, Hawaii

### II. INTRODUCTION

*Function of this organizational unit:* Chapter 6E, Hawaii Revised Statutes, establishes a historic preservation program within the Department of Land and Natural Resources. This program includes a statewide registry of historic properties, and regulatory oversight of the proposed development and demolition of historic sites/properties. The Architecture Branch reviews all requests for building modifications and assesses the impact of these changes on historic properties. The branch also is responsible for maintaining the Hawaii Register of Historic Properties and for assisting in the preparation of nominations for both the Hawaii and National Registers.

*Purpose of the position:* This position is responsible for administering and directing the daily operations of the Architectural Branch of the State Historic Preservation Division. Responsibilities include planning and budgeting for branch activities, oversight of branch staff to ensure standards are consistently applied and that established timeframes for review work are met, and assisting in developing and implementing preservation initiatives that promote economic development.

### III. MAJOR DUTIES & RESPONSIBILITIES

A. Supervisory 20%

Provide supervision of branch staff including distribution of work load, determination of branch's priorities, and assigns special duties and responsibilities to staff to carry out program activities

	responsibilities to staff to carry out program activities.	
	Monitors branch workload to ensure all reviews are completed within timelines established within state and federal law. [1]	
B.	Administration	20%
	Develops long-range program goals for the branch and monitors staff progress towards meeting those goals. In the event performance indicators are less than expected, develops strategies for improving overall performance of the branch.	
	Assists the Administrator in developing the branch budget and in drafting legislation necessary to protect historic sites and improve program activities.	
	Drafts branch policies and assists in the development and updating of the division's operation manual. Ensures branch staff are aware of procedural requirements and provides training as necessary to staff to ensure compliance with branch policies as well as State and Federal preservation laws and regulations.	
	Drafts departmental and Governor's correspondence related to the architectural history of Hawaii, and drafts and supervises contracts requiring special skills not available within the division. [1]	
C.	Review Work	20%
	Oversees the architectural review of requests to construct, alter or improve historic sites as required by Chapter 6E, HRS, and Section 106 of the National Historic Preservation Act. Assists staff as needed to ensure all reviews are completed within legally mandated timeframes, and negotiates with property owners and governmental planners to ensure potential impacts on historic sites are properly mitigated. [1] [3]	
D.	Fieldwork	10%
	Conducts site visits to ensure mitigative measures are properly implemented in accordance with the Secretary of Interiors' Standards. Also, conducts site visits to record, and evaluate historic architectural sites throughout the State. [1] [3]	
E.	Register Nomination	10%
	Directs the preparation of and assists in preparing nomination forms for the Hawaii Register of Historic Places through research and architectural studies. Reviews all nomination forms, including those prepared under contract or by the private sector, to ensure the content and professional quality of the form meets federal standards. [1] [2]	
F.	Public Information	10%
	Provides technical advice regarding historic preservation to agencies, organizations, and the general public.	

**Supervises Position(s) No.**

112243, 100377, and 100378

**Title**

Historic Preservation Specialist I, Architectural Historian,  
Architectural Historian

**Essential Duties:**

[1] The performance of this function is the reason that this job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and the work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

**IV. CONTROLS EXERCISED OVER THE WORK****A Supervisor**

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*Position No.* 102282      *Class Title* Division Administrator

**B Nature of Supervisory Control Exercised Over the Work.**

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The incumbent is expected to care for all aspects of the work duties independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes. Work is reviewed periodically to ensure overall branch objectives are being accomplished.

**C Nature of Available Guidelines Controlling the Work.**

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Federal and State historic preservation laws and regulations provide guidance for the technical aspects of the job duties included in this position. The Historic Preservation Division Operations Manual and the National Register Program Guidelines for the registration of historic sites provide additional technical guidance.

Budgetary guidelines are set forth in annual budget instructions issued by the Department of Budget and Finance and legislative guidelines are established in the Legislative Reference Bureau's bill drafting manual and the Governor's Policy Office Legislative Manual.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license is necessary to carry out the functions of this position.

**VI. RECOMMENDED QUALIFICATIONS**

- A Knowledge:** Must be familiar with all applicable federal and state preservation laws, regulations and standards. In particular, incumbent must demonstrate an understanding of the National Historic Preservation Act, Archaeological Resources Protection Act, and
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Chapter 6E, HRS. Incumbent must also demonstrate knowledge of the Secretary of Interior's Standards for Rehabilitation.

Must also be familiar with MicroSoft Office, GIS, and ArcView.

- B Skills/Abilities:** Establish and maintain effective working relationships with other agencies, professional or lay groups, public officials, and the general public; supervise and direct the statewide architectural preservation program; express ideas in a clear and concise manner and prepare clear and comprehensive reports.

Must be able to read and interpret design and construction plans.

**C Education:**

- A graduate degree in architecture or architectural history is required with coursework in historic preservation or restoration architecture.

- D Experience:** Five years experience conducting historic preservation reviews for architectural projects, and a demonstrated record that establishes the successful restoration or rehabilitation of projects. In addition, three of the five years experience must include work of a supervisory nature such as the directing and managing the operations of a work team, project planning and workflow distribution, budgeting, and project evaluation.

## **VII TOOLS, EQUIPMENT & MACHINES**

- Computer, typewriter, global positioning system